

**OPERATING PROCEDURES
FOR THE
CORPS OF ENGINEERS SPECIFICATIONS STEERING COMMITTEE**

1. Reference. ER 15-1-41, Corps of Engineers Specifications Steering Committee (CSSC), 30 October 1998.

2. General. The above referenced ER prescribes objectives, composition and responsibilities of the CSSC. The CSSC is composed of sixteen (16) members including four (4) at-large members who are district representatives elected by the CSSC. In accordance with paragraph 9d of the ER the CSSC adopts the procedures stated below related to the conduct of business and the election and service of at-large members from the districts.

3. Business Procedures.

a. Officers. The officers shall be chair, vice chair and secretary. The chair shall preside at all meetings, the vice chair shall preside in the absence of the chair, and the secretary shall record the minutes of all meetings. The officers will be elected for two-year terms and may be reelected to subsequent two-year terms.

b. Meetings. The CSSC shall meet at least twice a year on dates and at locations it so determines. The CSSC may meet more often when the issues under consideration so require and sufficient funding is available. Meetings shall be conducted in accordance with Roberts Rules of Order.

c. Quorum. A quorum of twelve (12) members including proxies is required to have a meeting and conduct business.

d. Proxy. Members who are unable to attend a meeting shall appoint a proxy to represent them at the meeting and to cast votes on their behalf. If a proxy is not available to attend a meeting when a vote is anticipated, then the member's vote may be cast by informing the chair in writing, by e-mail or by telephone of his or her vote prior to or during the meeting.

e. Voting. Each member has one vote. Recommendations require the affirmative vote of 12 members in order to go forward. Adoption of all other matters requires a majority vote of the members present.

f. Recommendations. Recommendations are to be presented to the members in writing thirty (30) days prior to the

meeting in which action is requested. Recommendations are to be presented in the format adopted by the CSSC.

4. At-Large Members.

a. Terms. The four (4) at-large members representing districts shall be elected to serve four-year terms. Terms shall be staggered so that the terms of two of the at-large members will expire every two years.

b. Election. Current CSSC members will submit nominations of district representatives when a call for nominations is announced by the Chair upon the expiration of the term of an at-large member or when a vacancy occurs in the unexpired term of an at-large member. Each nomination will be accompanied by a resume' of the nominee showing education, memberships in professional organizations, work experience, and experience in preparing specifications and using SPECSINTACT. Current at-large members whose full terms are expiring must rotate off for a period of two (2) years at which time they again become eligible for a subsequent full term as an at-large member. The nominee(s) receiving the highest number of votes that exceeds a simple majority of members present will be elected. For example, if two at-large memberships are being filled, then the two nominees receiving the highest number of votes that exceeds a majority of members present will be elected.

c. Vacancies. The CSSC will fill vacancies of unexpired terms of at-large members through the nomination process stated above. However, former at-large members are eligible to fill a vacancy and serve the remainder of an unexpired term without regard to the two (2) year time period stated in paragraph 4b above. Former at-large members elected to serve the remainder of an unexpired term that exceeds two (2) years must rotate off at the end of that term.

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